



## JOB OPPORTUNITY ANNOUNCEMENT

**Vacancy Number:** 114  
**Position Title:** MEDICAL ASSISTANT  
**Opening Date:** August 4, 2011  
**Deadline:** August 18, 2011  
**Location:** Amman, Jordan  
**Area of Consideration:** All Sources

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The Peace Corps is a governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over forty years in more than 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people.

### *Description of Work*

The Medical Assistant works under the direct supervision of the Country Director. The office is small, flexible, and fast-paced. We seek a hands-on team player who knows how to accomplish many tasks at the same time. Good communication skills a plus.

Responsibilities include, but are not limited to, the following:

- Serves as general administrative assistant, responsible for the management of all the administrative matters for the medical office.
- Greets visitors, answers telephones, and makes appointments with/for Volunteers and outside providers/agencies.
- Responsible for incoming and outgoing mail.
- Sorting, screening, routing and translating as necessary.
- Maintains up-to-date written and computerized records, standard forms.
- Maintains log of Volunteers on medical leave and prepares leave authorization for site supervisor as requested.
- Maintains individual Volunteer medical files.
- Maintains medical confidentiality and sensitivity to Volunteer privacy.

- Files lab and consult results in medical charts after results have been seen and initialed by Peace Corps Medical Officer (PCMO).
- Responsible for packaging and mailing medical specimens to US according to guidelines provided by PCMO.
- Maintains record of all lab specimens sent to US and tracks any delinquent reports.
- Complies with medical inventory policies and procedures. Maintains medical inventory under direction of PCMO, maintaining stock levels and replenishing supplies as needed.
- Makes appointments with consultant physicians as directed by PCMO, coordinating times with Volunteers that are least disruptive to their work schedule and minimize absence from work and site.
- Performs clerical tasks including filing, photocopying, sending faxes, text/email messages. Ensures printer and fax machine are restocked with paper as needed.
- Translates materials to/from English and interprets for PCMO as needed.
- Tracks medical bills, orders, payments, airport pickups, etc. with Administrative Officer, Cashier, Financial Assistant and General Services Manager.
- Responsible for cleanliness of medical office, organize and supervise cleaning of medical office on daily or weekly basis as indicated.
- Weekly checking and recording of refrigerator temperature to ensure integrity of vaccines and medications requiring refrigeration.
- Other duties as assigned by the Country Director.

## ***QUALIFICATIONS***

<b><i>Education</i></b>	College or Vocational School Diploma.
<b><i>Work Experience</i></b>	At least two years of practical work experience related to the tasks outlined in the Description of Work above.
<b><i>Knowledge</i></b>	Experienced doing clerical work. Aware of and able to maintain medical confidentiality. Flexible, open-minded, and able and willing to take direction. Detail oriented when completing tasks.
<b><i>Languages</i></b>	Proficiency in oral and written communication in both English and Arabic.
<b><i>Other Skills</i></b>	General office skills to include: filing, telephone, fax, and copy machine usage, computer skills including knowledge of word-processing, spreadsheet, e-mail, and database programs, organization and time management skills.

### ***Additional Comments:***

**SECURITY REQUIREMENTS:** A background security investigation will be required for all hires. Appointment will be a subject to the applicant's successful completion of a background security investigation and favorable adjudication.

After an initial application screening, the best-qualified applicants will be invited to a testing process and oral interviews.

***How to Apply:***

1. Please send a cover letter explaining your interest in the vacancy, CV, two-three references to the address below:

Peace Corps Administration  
Jabal Amman, 4th Circle, Ibn Khaldoun St.,  
Building # 81, Abu Hassan Trading Center,  
Amman, Jordan

You may also email the required documents to [hr@jo.peacecorps.gov](mailto:hr@jo.peacecorps.gov) or Fax: 06 461 9351.

2. Applicants should indicate the vacancy announcement number on their application, email subject line, or on the envelope.
3. Due to the volume of applications received, receipt cannot be acknowledged individually.
4. Only applications received before the closing date will be eligible for consideration. Applications and letters, which are inadequate or incomplete, will not be considered. Only applicants selected for interviews will be contacted.